





# What's New

# ■Going Green

- OPI secure website for internal documents and collaboration
- Clarification on standard accommodations coded \*\* for non IEP/504/LEP students
- Online reporting programs
- OPI

  Measured Progress



# Going Green All materials posted online

# November 2012 JUMP Checklist

- November 2012 JUMP Checklist

  CRT est Coordinators Manual

  CRT lest Administration Manual

  CRT lest Administration Manual

  CRT ast Administration Manual

  OPI Accommodations Manual

  OPI Accommodations Manual

  OPI lest Security Manual

  Printable Testing Irregularity Report

  Information memos for lest security agreements for principals and system test coordinators

  Test security information memo for teachers

  http://www.opi.mt.gov/curriculum/MontCAS/#p7GPc1\_Z



NEW

# Secure Collaboration



- Site, user name, and password were sent to all System Test Coordinators the week of December 10, 2012.
  All are confidential and should only be used by System Test Coordinator.
  They should not be shared and should be kept in a secure location.

- Types of documents
   Instructions for online request and reporting programs
   Other internal documents
- Contact Ashley Makowski ■ 406-444-3511 or <u>amakowski@mt.gov</u>

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# **OPI Online Reporting** Programs

Instructions for accessing the programs and obtaining passwords were posted on the collaboration site on December 15, 2012.

- Requests for approval for \*\* standard accommodations
   Window: Dec. 20, 2012 Feb. 1, 2013

- 2. Testing Irregularity Reports
  Window: Feb. 17, 2013 April 15, 2013
- 3. Non-participation reasons for enrolled students—Not New

  Window: March 5, 2013 April 15, 2013



# **Standard Accommodations** Coded \*\*

- ■Intended for IEP/504/LEP Students
- ■Usually for medical emergencies
- In those cases, contact Judy Snow
- Online requests required for non medical emergencies for non IEP/504/LEP students



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## Guidelines for Standard Accommodations Coded \*\* For Non IEP/504/LEP Students and Not a Medical Emergency

- The accommodation is determined and requested on an individual basis.

  The accommodation has been in place and used regularly in classroom instruction for at least three consecutive months.

  A team made the decision about the appropriateness of the accommodation for instruction and formalized assessments.

  There are data to demonstrate the effectiveness of the accommodation for the student on formalized assessments.

  The accommodation is used in the administration of ALL other formalized assessments such as MAPS, chapter tests, unit tests, and other tests administered to groups of students.



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# Measured Progress Online Programs

Not New But Important Reminders

- CRT-Alternate Registration

  Students who enroll after December 3, 2012

  January 2 15, 2013

  Contact Judy Snow for enrollment after Jan. 15.

CRT-Alternate Test Booklets Download

January 17: Receive memo with instructions and password.

Test Security Agreements

• After testing is completed, follow the instructions on the information memos posted online.



# One Shipment of Testing Materials

February 14-15, 2013

- Memo
  Materials Summay
  Materials Summay
  Barcode blobbe—sorted by grade, leacher, student
  Form for unused baccode aloads.
  I est Administrators Mamusic (TAM)—One per grade for each school patc one for every theresty students enrolled

  UPS ground label for returning lest booklets and CRT Alternate materials

  "For leature of the de Answer Documents" Enrelope().

  "For Beature of the de Answer Documents "Enrelope().

  Test Booklets
  I est Booklets in Cluding large print and Braille
  Answer Booklets

  CRT-Alternate Test Materials

  CRT-Alternate



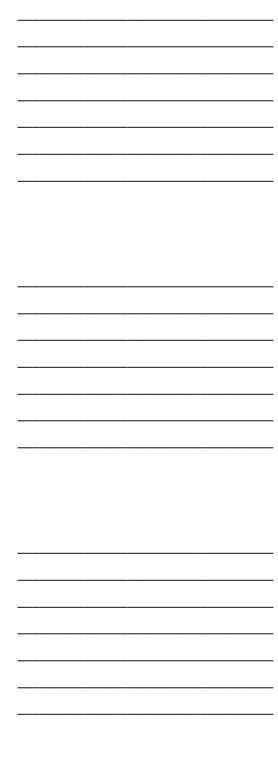
# **Quality Assurance** Checklist

Optional checklist may be used for

- Training
  Guidance
  Logging activities

- Sections
   Before, during, and after testing
   Training, test security, arrangements, administration





# **Quality Assurance** Training Log Template

Iraining Log lemplate

The template provided, or a similar one, should be used to record trainings and attendees and kept at each school with the principal/authorized representative.

It should contain the following:

\* School and system name

\* Itile of training, date, time, presenter

\* Columns for attendees

\* Time in

\* Time out

\* Name

\* Signature

\* Check box for receipt of materials http://www.opi.mit.gov/pdl/Assessment/security/13CRI.Taininal.oa.pdl

\* page 318



# Test Security Agreements Information Memos

- Agreements for System Test Coordinators and School Principals/Authorized Representatives

  The Information memos should be printed and distributed

  http://poi.mt.gov/Curriculum/MontCAS/index.html
  #agrant\_3

  Disections for online submission are included in the
  - Window opens March 9, 2013

Information sheet for teachers to know what training to expect.

The information sheet is online. A copy for each person administering the CRT or CRT-Alt should be printed and distributed prior to training.





# Test Irregularity **Reporting Process**

- ■2013 Test Security Manual, pages 8 and 22
- Online reporting program Instructions on collaboration site Window opens February 17, 2013

- Who should be informed?

  System Test Coordinator

  Principal

  Superintendent

  OPI—within three days by phone and five days online

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# Reminders

■ Delays in accurate AIM data entry of return of used Answer Booklets could impact timely reporting of results and/or impact individual district or school AYP results. All dates are in the November 2012 JUMP.





# Test Administration

- Set school testing window

- Set raining schedule
  Train staff and maintain training log
  I clentify students to be tested
  Be sure students ore enrolled at your school and that your student information is current and correct in Alm
  I clentify students who will be taking the CRT-Alternate
  Schedule preparation time for the CRT-Alternate
- Alternate
- Make arrangements for accommodations
- Make arrangements for make-up testing



# Test Security

Maintaining a Standardized Test Environment

"Do NOT" activities are listed in the Guidelines and Procedures for Test Security
 Do not answer questions related to the test

- "Do" activities are also listed in the Guidellines
   Do cover or remove bulletin boards and instructional aids
   Do ensure that no student has any form of assistance or material that other students in the state do not have.
   Do clear home screen (not memory) of calculators both before and after calculator use sessions.

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# Teacher Information Sheet

# Training on Key Issues: Test administration,

- Training on Key Issues: Test administration, test security, accommodations

  Test materials must be kept secure when not being used for testing.

  Test materials must he kept secure when not being used for testing.

  Test materials must not be reproduced (unless directed to do so for specific circumstances or assessments) or in any way released without the written consent of the Office of Public Instruction.

  Test items, questions, reading passages, or performance tasks may not be shared or discussed.

  All lest booklets and answer booklets must be returned to Measured Progress on time.

  In the testing classroom:

  What constitutes coaching?

  What materials can and cannot be displayed in the testing classrooms?

  Accommodations with expanded reminders

  Calculator use



# Test Security Agreements

- System Test Coordinators

  Training educators who handle testing materials and/or administer the assessment(s)
  Securing materials
  Notifying OPI of testing irregularities

# Principals/Authorized Representatives

- Principals/Authorized Representatives

  Insuring that school personnel who handle testing materials and/or administer the assessment(s) have received appropriate training regarding testing security and test administration.

  Providing secure locations for lesting materials
  Fostering standard administration procedures and appropriate climate for testing
  All educators should expect and receive training specified on the Teacher Information Sheet.

Spring 2013



# Other Testing Situations

- Montana Youth ChalleNge Academy
- Job Corps
- Montana Digital Academy
- Home Schooled Students
- Home Bound Students
- Students Who Move
- Students in Treatment Centers
- Students Who Do Not Participate

Accommodations are changes in the standard practices and procedures used to teach and assess individual students.

•Accommodations decisions are made for individual students not groups of students.

•For use on a standardized test, accommodations should be in place and used in formal classroom assessment routinely three months prior to the standardized assessment.



# **Standard Accommodations** Reminders

- There is no standard accommodation (including oral presentation) that provides an opportunity for a student to request or receive help on a specific word, phrase, line, pronunciation, definition, item, question, answer choice or any part of the assessment. Commodations do not override standard administration of the CRT or the need for independent work by the students.

  Allowable standard accommodations for the CRT that are described in a student's IEP/SO4/IEP Plan should match those used during the administration of the CRT.

  Non-standard accommodations for the CRT that are described in a student's IEP/SO4/IEP Plan should be used during the administration of the CRT.

# Accommodations Categories

- Presentation accommodations Allow students to access information in ways that do not require visual reading of standard print.
- Response accommodations Allow students to complete activities or respond to questions in different ways.
- Setting accommodations Change the location in which an activity or test occurs or the conditions of the setting.
- Timing and Scheduling accommodations Change the way in which the time is organized.






# Accommodations Descriptions

# See pages 4-6 of the 2013 Accommodations Guidance Memo

http://opi.ml.gov/PDF/Assessment/CRT/TA/13Accommodations-Guidance-Memo.pdf

- 5. Small Group Administration 14. Template
- 16. Writing Tools (Equipment)
  17. Voice Activation

- 19. Dictation
  20. Writing Tools (Recording)
  21. Assistive Technology
- 22. Oral Presentation



# Small Group Administration No more than 15 students Oral presentation, no more than 3-5 students - Assessment results support the accommodation for each student. - Documentation of remedial reading services and/or special education and supplementary aids and services. - Through all formal classroom assessment, if has been determined and documented that the student benefits from and presentation as her/his way of learning. - Should be a low-incidence accommodation.

Math and Science
 Tests may be read aloud to a student by the Test Administrator as a standard accommodation.

Reading:
 Test questions and answer choices may be read aloud to a student by the Test Administrator as a standard accommodation. The reading passages MAY NOT be read aloud to a student as a standard accommodation.



# Accommodations Equipment Accommodation

14. Template

Equipment

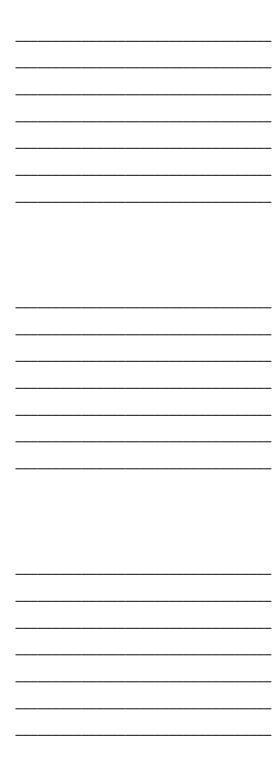


- 16, 17, 19, and 20 specify the following guidance:
   Regardless of the device or method used in the accommodation, the test administrator must transfer the appropriate space in the answer booklet. \*\*In the appropriate space in the answer booklet. \*\*In the student may review what the test administrator transfered, but the test administrator may not initiate any changes.

  Student answers must be entered into the answer booklet NOT on a separate piece of paper.

  21. Assistive Technology
   Recording Accommodation

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SEE THE LEAVES -



# Oral Presentation as a Non-Standard Accommodation

Reading:
Reading aloud of the reading passages to a student or the student using text-reader software for reading passages is considered a non-standard accommodation.



# Impact of Accommodations on Test Scores

Standard Accommodations Change the way in which a sudern lest, but do not alter what the test is designed to measure.

Impact on Validity of Test Score:
none; score can be aggregated with scores of students taking the test without accommodations.

Impact on Validity of Test Score:
The score becomes invalid; the student becomes a non-participant when score of students taking the test without accommodations.



# Eligibility for Accommodation Use for the CRT--General Population

# Eligibility for Accommodation Use for the CRT--General Population

LEP Students	Parameters for use of Standard Accommodations	Parameters for use of Non- Standard Accommodations
IEP Students		Can be used if need for accommendation is documented in the student's EFF/50H Fain or after consultation with the OFF state of the CFF in the C

# Frequently Asked Questions

- Make up TestsSequence of sessions when one session is missed?
- Test administration personnel
   Who should administer the CRT and the CRT-Alt?

■ Disruptive students?


# **OPI** Contact Information

- Judy Snow, State Assessment Director isnow@mt.gov 406-444-3656
- Yvonne M. Field, Assessment Specialist <u>vfield@mt.gov</u> 406-444-0748
- Ashley Makowski, Administrative Assistant amakowski@mt.gov 406-444-3511
- FAX 406-444-0743
- OPI, P.O. BOX 202501 HELENA, MT 59620-2501

Spring 2013